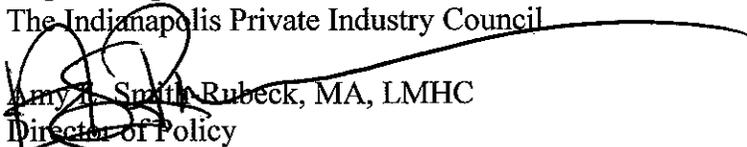




INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

**TrackOne - Technical Guidance Bulletin  
TTGB – 2007-03, Change 1**

**TO:** All WorkOne Staff  
Regional Operators  
The Indianapolis Private Industry Council

**FROM:**  Amy A. Smith-Rubeck, MA, LMHC  
Director of Policy

**DATE:** October 3, 2008

**SUBJECT:** Change 1: Significant Staff Assisted Youth Services Definitions

***Background***

The Indiana Department of Workforce Development procured an electronic case management system for the delivery of workforce development services effective July 1, 2006. The system was operational on July 1, 2006 for the Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) funding sources. The system became operational for the Wagner-Peyser and Veterans programs in Program Year 2007. **Changes to the guidance are indicated in bold print. DWD is clarifying definitions provided in the guidance.**

***Purpose***

To provide definitions for reporting significant staff assisted youth services in TrackOne

***Content***

Reporting definitions in TrackOne for significant staff assisted youth services are:

Individual Service Strategy – staff and the youth develop or establish an individual service strategy for the youth as provided in WIA Section 129 (c)(1)(B), including identifying an age-appropriate career goal and consideration of the assessment results for each youth. An activity record is entered and exited on the same day the activity occurs.

Youth Enrolled in Education – the individual is enrolled in secondary school, post-secondary school, adult education programs, or any other organized program of study. This should be used if the youth was either already enrolled in education at the time of participation in the program or became enrolled in education at any point while participating in the program. Note: It is not necessary to enter this activity record if Student Status is: 1) Full-time student, 2) Part-time student, 4) In-school, High School or less, 5) In-School, Alternative School, or 6) In-School, Post High School. An activity record should be entered using the approximate date of enrollment in education. If the date is before the date of registration, the date of registration should be used. Enrolled in education should be captured for all youth active July 1, 2005 and after. The enter/exit activity can occur before July 1, 2005.

**Case managers need to understand how the “Enrolled in Education” definition corresponds with “School Status at Participation” in TrackOne. In TrackOne, the definition for “School Status at Participation” reflects: 1) In-school, High School or Less, 2) In-School, Alternative School, 3) In-School, Post High School, 4) Not attending school, High School Dropout, and 5) Not attending school, High School Graduate. It is not necessary to enter an “Enrolled in Education” activity if the “School Status at Participation” is: 1) In-School, High School or Less, 2) In-School, Alternative School, and 3) In-School, Post High School.**

Youth Educational Achievement Services – the participant received educational achievement services. Educational achievement services include, but are not limited to: tutoring, study skills training, instruction leading to secondary school completion, including dropout prevention strategies, and alternative secondary school offerings. The enter activity must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.

Youth Received Employment Services – the participant received employment services. Employment services include paid and unpaid work experiences, including internships, and job shadowing; and occupational skills training. The enter activity must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.

Work Experience – the participant received a planned, structured learning experience that took place in a workplace for a limited period of time. The work experience is paid or unpaid and includes internships and job shadowing employment services. The enter activity must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.

Internship/Cooperative Education – the participant received this type of work experience. The enter activity must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.

Youth Summer Employment Opportunities - the participant received summer employment opportunities directly linked to academic and occupational training. The enter activity must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.

Additional Support for Youth Services – the participant received supports for youth services that include, but are not limited to, the following: (a) adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participant or (b) comprehensive guidance and counseling, including drug and alcohol counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth. The enter activity must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.

Leadership Development Opportunities – the participant received services that include, but are not limited to, opportunities that encourage responsibility, employability, and other positive social behaviors such as (a) exposure to post-secondary educational opportunities; (b) community and service learning projects; (c) peer-centered activities, including peer mentoring and tutoring; (d) organizational and team work training, including team leadership training; (e) training in decision making, including determining priorities; and (f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources. The enter activity must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.

Follow-up Services – the participant received twelve (12) months of follow-up services. Follow-up services for youth include (a) regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; (b) assistance in securing better paying jobs, career development and further education; (c) work-related peer support groups (d) adult mentoring; and (e) tracking the program of youth in employment after training. An activity record is required for each follow-up service. Multiple records can be used.

Any questions regarding the content of this bulletin may be directed to:

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*Please note that previously issued TrackOne Technical Guidance Bulletins can be reviewed on the Indiana Department of Workforce Development website at <http://www.in.gov/dwd/3490.htm>.*